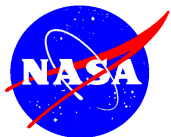


December 1998

INDEX

STENNIS SPACE CENTER DIRECTIVES

Human Resources and Management Services Office



National Aeronautics and
Space Administration
John C. Stennis Space Center

December 1998

Index

STENNIS POLICY DIRECTIVES (SPD), PROCEDURES & GUIDELINES (SPG), and POLICY CHARTERS (SPC)

This Index provides a listing and subject-classification table for all current SSC Policy Directives (SPD), Procedures and Guidelines (SPG) and Policy Charters (SPC) [formerly Management Instructions (MI) and Handbooks (HB)]. Also included is the new SSC Directives architectural format and the SSC Standard Distribution Lists. This listing describes each directive by subject-classification number, title, effective date, distribution, and Office of Primary Responsibility (OPR). The index will be updated periodically as changes occur.

For additional information, please contact Ms. Jimmie Raymond, SSC Directives Management Officer, in LA00/Human Resources and Management Services Office at extension 3529.

Cancels SSC Directives Index dated June, 1997.



Richard E. Arbuthnot
Director, Human Resources and Management Services

DISTRIBUTION:

SDL-2

NODIS

SSC Directives Architectural Format

SSC Policy Directives (SPD)

SPDs, which replaced Stennis Management Instructions (SMIs), document SSC policy and identify responsibilities, authorities, and principal policy relationship. SPDs describe *what* is required by SSC management for achieving SSC's vision and mission as depicted in the Strategic Plan. SPDs are limited to no more than four pages plus an attachment for metrics or graphic displays for measuring the degree of compliance with the policy statement.

SSC Procedures and Guidelines (SPG)

SPGs, which replaced Stennis handbooks (SHBs), describe *how*, provide specific, detailed Center procedures and guidelines for implementing NASA or SSC policy considered essential for accomplishing the deliverable requirements established by the SPDs or NASA Policy Directives (NPDs). SPG appendices are not limited to, but could include definitions and lists of acronyms. SPGs contain a purpose, applicability, authority, reference, cancellation, and may include a preface and table of contents.

SSC Policy Charters (SPC)

SPCs are charters for boards, councils, committees, working groups, and task teams that are mandated by statute or by the Center Director. SPCs will describe the need for establishing the charter. They will provide the purpose, applicability, authority, establishment, functions, membership, and duration of the charter. Unless otherwise fixed by statute or Presidential directive, an SPC will terminate 2 years after the effective date of the SPC. If it is determined that the charter is needed beyond that time, the SPC may be revalidated/extended for a subsequent 2-year period. SPCs are limited to no more than four pages plus an attachment for the membership list. SSC Charters will be captured in SPG 1152.1.

Signature Authority

The signature authority for all SPDs, SPGs, and SPCs will be the Center Director or designee.

Effective and Expiration Dates

The effective date of a directive is the date the directive is signed. SPDs and SPGs will bear an expiration date that is 5 years from the effective date. Unless otherwise fixed by statute or Presidential directive, SPCs will bear an expiration date that is 2 years from the effective date. Ninety days before the expiration date of a Center directive, originating organizations will revalidate, revise, reissue, or cancel the directive.

SSC STANDARD DISTRIBUTION LISTS

SDL-1----Distribute to NASA/SSC Management no lower than Office level.

SDL-2----Distribute to SSC Management. (Distribute to NASA/SSC Management no lower than Office level and to the management of other government agencies and the prime contractors at SSC in accordance with the individual requirements of each.)

SDL-3----Distribute to all NASA/SSC employees.

SDL-4----Distribute to all NASA/SSC employees, other government agencies, and prime contractors.

SDL-5----Distribute to NASA.SSC and NASA Contractor Management no lower than Office level.

SUBJECT-CLASSIFICATION TABLE

1000-1999	Organization & General Administrative General (1000-1099) Organization (1100-1199) Basic Operating and Management Concepts (1200-1299) External Relationships (1300-1399) Administrative Management Program (1400-1499) Administrative Services (1500-1599) Security (1600-1699) Safety (1700-1799) Occupational Health (1800-1899) Standards of Conduct (1900-1999)
2000-2999	Legal/Technical Laws and Legal Matters (2000-2099) Technology Transfer (2100-2199) Scientific & Technical Information (2200-2299) Management Information Systems (2300-2399) ADP Management Policies and Procedures (2400-2499) Communications (2500-2599) Photography-Equipment/Services (2600-2699) Information Technology (2800-2899)
3000-3999	Human Resources/Personnel
4000-4999	Property/Supply Equipment
5000-5999	Procurement/Small Business/Industrial Relations
6000-6999	Transportation
7000-7999	Program Formulation
8000-8999	Program Management Standards (8700) Real Property and Facilities (8800) Environmental Management (8870)
9000-9799	Financial Management
9800-9999	Inspector General Audits and Investigations (9900)

<u>NUMBER</u>	<u>SUBJECT</u>	<u>EFFECTIVE DATE</u>	<u>DISTRIBUTION</u>	<u>OFFICE OF PRIMARY RESPONSIBILITY</u>	<u>SUPERSEDES</u>
<u>SSC INDEX</u>					
<u>(1000-1099) GENERAL</u>					
SPG 1040.1D	NASA/SSC Emergency Plan	01/29/97	SDL-2	RA00	MI 1040.1C
<u>(1100-1199) ORGANIZATION</u>					
SPD 1107.1	SSC/NASA Organizations	03/13/97	SDL-2	LA00	MI 1107.2G 1107.3E 1107.4A 1107.6B 1107.7E 1107.9E 1107.10A 1107.12 1107.13 1107.14
	Change 1	05/05/98		PA00	SPD 1107.1 (5)
	Change 2	09/04/98		VA00	SPG 1107.1 (10)
	Change 3	11/24/98		PA000/LA00	SPG 1107.1 (5)
SPG 1152.1	SSC/NASA Board Charters		SDL-2	LA00	SPC 1152.1
<u>(1200-1299) BASIC OPERATING AND MANAGEMENT CONCEPTS</u>					
<u>(1300 - 1399) EXTERNAL RELATIONSHIPS</u>					
SPG 1382.1F	Freedom of Information	12/05/96	SDL-2	CA00	MI 1382.1E
<u>(1400 - 1499) ADMINISTRATIVE MANAGEMENT PROGRAM</u>					
<u>(1500 - 1599) ADMINISTRATIVE SERVICES</u>					
SPD 1550.1D	Use of SSC Government Buildings and Other Property for Meetings and Unofficial Activities	12/05/96	SDL-2	CA00	MI 1550.1C
<u>(1600 - 1699) SECURITY</u>					
HB 1600.1	Security Handbook (not available in electronic format – pending update. See Don Coss (RA00) for latest version)	11/01/89	SDL-2	RA00	MI 1600.1 Thru 1620.4B

<u>NUMBER</u>	<u>SUBJECT</u>	<u>DATE</u>	<u>DISTRIBUTION</u>	<u>RESPONSIBILITY</u>	<u>SUPERSEDES</u>
SPG 1620.6C	Protection of Personal Privacy - (SSC) Privacy Act Regulations	12/05/96	SDL-1	CA00	MI 1620.6B
<u>(1700 - 1799) SAFETY</u>					
SPD 1700.4B	SSC Operational Readiness Program	12/30/96	SDL-2	QA00	MI 1700.4A
<u>(1800 - 1899) OCCUPATIONAL HEALTH</u>					
<u>(1900 - 1999) STANDARDS OF CONDUCT</u>					
<u>(2000 - 2099) LEGAL/TECHNICAL</u>					
<u>(2100 - 2199) TECHNOLOGY TRANSFER</u>					
SPG 2090.1	Inventions made by NASA Employees	8/13/98	SDL-1	TA00	NEW
<u>(2200 - 2299) SCIENTIFIC & TECHNICAL INFORMATION</u>					
<u>(2300 - 2399) MANAGEMENT INFORMATION SYSTEMS</u>					
<u>(2400 -2499) ADP MANAGEMENT POLICIES AND PROCEDURES</u>					
SPG 2410.7A	NASA/SSC Technology Information Security Program	03/26/97	SDL-1	RA00	MI 2410.7
<u>(2500 - 2599) COMMUNICATIONS</u>					
<u>(2600 - 2699) PHOTOGRAPHY-EQUIPMENT/SERVICES</u>					
<u>(2800 - 2899) INFORMATION TECHNOLOGY</u>					
SPG 2800.1	SSC Information Technology Resources Usage Policy	7/2/98	SDL-1	RA00	NEW
<u>(3000 - 3999) HUMAN RESOURCES/PERSONNEL</u>					
<u>(4000 - 4999) PROPERTY/SUPPLY/EQUIPMENT</u>					
SPG 4130.1C	Control of Hazardous Materials	02/18/97	SDL-2	RA00	MI 4130.1B
SPG 4130.2B	Hazardous Materials, Hazardous Waste and Solid Waste Handbook	02/18/97	SDL-2	RA00	HB 4130.2A

<u>NUMBER</u>	<u>SUBJECT</u>	<u>EFFECTIVE DATE</u>	<u>DISTRIBUTION</u>	<u>OFFICE OF PRIMARY RESPONSIBILITY</u>	<u>SUPERSEDES</u>
SPG 4130.3C	Integrated Contingency Plan	05/14/98	SDL-2	RA00	SPG 4130.3B SPG 4130.4B
SPG 4130.5A	Environmental Management Program	02/11/97	SDL-2	RA00	MI 4130.5
<u>(5000 - 5999) PROCUREMENT/SMALL BUSINESS/INDUSTRIAL RELATIONS</u>					
SPD 5150.5A	Industry Presentations and Related Nondisclosure Agreements	12/11/97	SDL-1	DA00	MI 5150.5
SPG 5200.1D	Reserve/Neutral Gate Procedures	06/12/97	SDL-2	CA00	HB 5200.1C
SPD 5300.2B	SSC Quality Assurance Program	12/30/96	SDL-2	QA00	MI 5300.2A
SPD 5300.4A	S&MA Procurement Assurance Review Policy	12/30/96	SDL-2	QA00	MI 5300.4
SPG 5330.9B	Metrology & Calibration Control Program	12/30/96	SDL-2	QA00	MI 5330.9A
<u>(6000 - 6999) TRANSPORTATION</u>					
<u>(7000 - 7999) PROGRAM FORMULATION</u>					
SPD 7220.1C	Energy Management & Conservation	02/18/97	SDL-2	RA00	MI 7220.1B
<u>(8000 - 8999) PROGRAM MANAGEMENT</u>					
SPD 8530.1E	Policy and Procedures for Ordering of Materials & Support Services at SSC	03/24/97	SDL-2	RA00	MI 8530.1D
SPG 8621.1C	Space Shuttle Contingency Action Plan	06/16/97	SDL-2	QA00	SPG 8621.1B

<u>NUMBER</u>	<u>SUBJECT</u>	<u>EFFECTIVE DATE</u>	<u>DISTRIBUTION</u>	<u>OFFICE OF PRIMARY RESPONSIBILITY</u>	<u>SUPERSEDES</u>
SPG 8715.1	SSC Safety & Health Procedures & Guidelines (Electronic version not yet available in NODIS – see L. Heberling (QA00) for latest version)	1/27/98	Controlled	QA00	HB 1700.3B
SPG 8730.1A	SSC Customer Service Manual	10/30/98	SDL-1	QA00	HB 5300.1B
SPG 8838.2A	Fire Prevention & Protection Program	03/24/97	SDL-2	RA00	MI 8838.2
<u>(9000 - 9799) FINANCIAL MANAGEMENT</u>					
SPG 9050.2B	Administrative Control of Funds Authorization for SSC	12/11/96	SDL-1	EA00	MI 9050.2A
SPG 9050.3B	Administrative Control of Resources Authority - NASA Form 506A White and 506R	12/11/96	SDL-1	EA00	MI 9050.3A
SPG 9710.1K	Authority to Authorize and/or Approve Travel on Official Business and Related Matters	12/30/96	SDL-1	EA00	MI 9710.1J
<u>(9800 - 9999) INSPECTOR GENERAL</u>					

LISTING

BY

OFFICE OF

PRIMARY

RESPONSIBILITY

<u>NUMBER</u>	<u>SUBJECT</u>	<u>EFFECTIVE DATE</u>	<u>DISTRIBUTION</u>	<u>OFFICE OF PRIMARY RESPONSIBILITY</u>	<u>SUPERSEDES</u>
SPG 1382.1F	Freedom of Information	12/05/96	SDL-2	CA00	MI 1382.1E
SPD 1550.1D	Use of SSC Government Buildings and Other Property for Meetings and Unofficial Activities	12/05/96	SDL-2	CA00	MI 1550.1C
SPG 1620.6C	Protection of Personal Privacy - (SSC) Privacy Act Regulations	12/05/96	SDL-1	CA00	MI 1620.6B
SPG 5200.1D	Reserve/Neutral Gate Procedures	06/12/97	SDL-2	CA00	HB5200.1C

<u>NUMBER</u>	<u>SUBJECT</u>	<u>EFFECTIVE DATE</u>	<u>DISTRIBUTION</u>	<u>OFFICE OF PRIMARY RESPONSIBILITY</u>	<u>SUPERSEDES</u>
SPD 5150.5A	Industry Presentations and Related Nondisclosure Agreements	12/11/98	SDL-1	DA00	MI 5150.5

<u>NUMBER</u>	<u>SUBJECT</u>	<u>EFFECTIVE DATE</u>	<u>DISTRIBUTION</u>	<u>OFFICE OF PRIMARY RESPONSIBILITY</u>	<u>SUPERSEDES</u>
SPG 9050.2B	Administrative Control of Funds Authorization for SSC	12/11/96	SDL-1	EA00	MI 9050.2A
SPG 9050.3B	Administrative Control of Resources Authority – NASA Form 506A White and 506R	12/11/96	SDL-1	EA00	MI 9050.3A
SPG 9710.1K	Authority to Authorize and/ or Approve Travel on Official Business and Related Matters	12/30/96	SDL-1	EA00	MI 9710.1J

<u>NUMBER</u>	<u>SUBJECT</u>	<u>EFFECTIVE DATE</u>	<u>DISTRIBUTION</u>	<u>OFFICE OF PRIMARY RESPONSIBILITY</u>	<u>SUPERSEDES</u>
SPD 1107.1	SSC/NASA Organizations	03/13/97	SDL-2	LA00	MI 1107.2G 1107.3E 1107.4A 1107.6B 1107.7E 1107.9E 1107.10A 1107.12 1107.13 1107.14
	Change 1	05/05/98		PA00	SPD 1107.1 (5)
	Change 2	09/04/98		VA00	SPD 1107.1 (10)
	Change 3	11/24/98		PA00/LA00	SPD 1107.1 (5)
SPG 1152.1	SSC/NASA Board Charters		SDL-2	LA00	SPC 1152.1

<u>NUMBER</u>	<u>SUBJECT</u>	<u>EFFECTIVE DATE</u>	<u>DISTRIBUTION</u>	<u>OFFICE OF PRIMARY RESPONSIBILITY</u>	<u>SUPERSEDES</u>
SPD 1700.4B	SSC Operational Readiness Program	12/30/96	SDL-2	QA00	MI 1700.4A
SPD 5300.2B	SSC Quality Assurance Program	12/30/96	SDL-2	QA00	MI 5300.2A
SPD 5300.4A	S&MA Procurement Assurance Review Policy	12/30/96	SDL-2	QA00	MI 5300.4
SPG 5330.9B	Metrology & Calibration Control Program	12/30/96	SDL-2	QA00	MI 5330.9A
SPG 8621.1C	Space Shuttle Contingency Action Plan	06/16/97	SDL-2	QA00	SPG 8621.1B
SPG 8715.1	SSC Safety & Health Procedures & Guidelines (Electronic version not yet available in NODIS – see L. Heberling (QA00) for latest version)	01/27/98	Controlled	QA00	HB 1700.3B
SPG 8730.1A	Customer Service Manual	10/30/98	SDL-1	QA00	HB 5300.1B

<u>NUMBER</u>	<u>SUBJECT</u>	<u>EFFECTIVE DATE</u>	<u>DISTRIBUTION</u>	<u>OFFICE OF PRIMARY RESPONSIBILITY</u>	<u>SUPERSEDES</u>
SPG 1040.1D	NASA/SSC Emergency Plan	01/29/97	SDL-2	RA00	MI 1040.1C
HB 1600.1	Security Handbook (Not available in electronic format – pending update. See Don Coss (RA00) for latest version)	11/01/89	SDL-2	RA00	MI 1600.1 thru 1620.4B
SPG 2410.7A	NASA/SSC Technology Information Security Program	03/26/97	SDL-1	RA00	MI 2410.7
SPG 2800.1	SSC Information Technology Resources Usage Policy	07/02/98	SDL-1	RA00	New
SPG 4130.1C	Control of Hazardous Materials	02/18/97	SDL-2	RA00	HB 4130.2A
SPG 4130.2B	Hazardous Materials, Hazardous Waste and Solid Waste Handbook	02/18/97	SDL-2	RA00	HB 4130.2A
SPG 4130.3C	Integrated Contingency Plan	05/14/98	SDL-2	RA00	SPG 4130.3B
SPG 4130.5A	Environmental Management Program	02/11/97	SDL-2	RA00	MI 4130.5
SPD 7220.1C	Energy Management & Conservation	02/18/97	SDL-2	RA00	MI 7220.1B
SPD 8530.1E	Policy and Procedures for Ordering of Materials & Support Services at SSC	03/24/97	SDL-2	RA00	MI 8530.1D
SPG 8838.2A	Fire Prevention & Protection Program	03/24/97	SDL-2	RA00	MI 8838.2